

IT Administrator -Edmonton, Alberta

About DSL

At DSL, our purpose is creating moments of joy, one serving at a time. Representing world-class brand partners Taylor, Henny Penny & Franke Coffee Systems, DSL is the largest Canadian supplier of premium food service equipment, and the exclusive factory-authorized service provider for the equipment we sell.

At our core, we believe in doing right by our customers, finding the best solutions to fit their needs, being creative and innovative, working hard, and having fun along the way.

Are you looking to grow with a company with over a century of unmatched quality, expertise, and after-sales support? We want to hear from you!

Why Join Our Team?

- Competitive wage & health benefits
- Health Spending Account (Flex Spending Account or Health Spending Account)*
- 3 weeks paid vacation
- Strong company culture & core values
- RRSP matching program*
- Education support
- Opportunity for advancement

*Applicable once eligibility requirements are met

Position Summary

Reporting to the IT Supervisor, as the IT Administrator you will be responsible for coordinating the technical functions required to support the information and communication needs of DSL Ltd. The incumbent will contribute to the efficient allocation of computer hardware resources, administer, and maintain various software systems, and ensure sustainability of information and communication resources.

What you'll do:

- Coordinating Managed Service Provider (MSP) projects and deployments
- Employee Asset allocation & change management
- Procuring hardware/software through designated partners
- Coordinating new employee systems and asset setup with MSP
- Coordinating employee asset repairs
- Coordinating employee exit procedures with MSP
- Create and maintain training and troubleshooting materials
- Assist the IT Manager with various departmental tasks and projects as required

What you'll need:

- 1+ years of experience in a similar role
- A strong business acumen
- Great attention to detail and a strong analytical mind
- Excellent communication and organizational skills
- Experience in Project Coordination
- Experience in developing and/or maintaining business applications is a significant asset

- Self-motivated and directed with a keen attention to detail
- Good interpersonal, written, and oral communication skills
- Excellent problem-solving skills
- A passion for learning, growing and continually taking on new responsibilities

Learn more about us at dslinc.com. To apply, submit your resume & cover letter to hr@dslinc.com with the position title included in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.

